



## MONTANA DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 4.3.4	Subject: <b>FOOD SERVICE IN SPECIAL HOUSING UNITS</b>
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 2
Section 3: Food Service in Facilities and Programs	Revision Date: April 20, 2005
Signature: /s/ Bill Slaughter, Director	Effective Date: May 1, 1997

### I. POLICY:

It is the policy of the Department of Corrections to serve offenders confined in special housing units the same general diet that is provided to offenders in the general population.

### II. IMPLEMENTATION:

This policy was renumbered and underwent annual review and revision in April 2005. It will be implemented on the revision date.

### III. AUTHORITY:

2-15-112, MCA                      *Duties and Powers of Department Heads*  
DOC Policy 4.3.2                *Menu Planning*  
DOC Policy 4.3.3                *Food Service Safety and Sanitation*

### IV. DEFINITIONS:

Correctional Facility – For the purpose of this policy, includes the Montana State Prison, Montana Women's Prison, Pine Hills Youth Correctional Facility, and the private and regional facilities contracted to the Department of Corrections. This policy applies only to facilities with full-scale food service operations.

### V. PROCEDURAL GUIDELINES:

Offenders in special housing units will receive the same general diet as those in the general population of each facility. Meal preparation and packing may be altered in the interest of security and safety practices as provided for in *DOC Policy 4.3.2, Menu Planning*.

#### A. General Operations

1. Food preparation, distribution, or storage areas in a special housing unit will be maintained in accordance with all applicable safety and sanitation standards, and will be subject to food service sanitation requirements as detailed in *DOC Policy 4.3.3, Food Service Safety and Sanitation*.
2. Staff will carefully search all food carts and containers moving in and out of the unit, and will ensure that each tray is properly searched.
3. Staff will supervise the preparation and monitor the consumption of all meals.
4. Offenders will not be allowed to serve meals in locked housing units.

Policy No.: DOC 4.3.4	Chapter 4: Facility/Program Services	Page 2 of 2
Subject: <b>FOOD SERVICE IN SPECIAL HOUSING UNITS</b>		

5. Staff will ensure that food delivered to offenders in cells is attractively presented and within the intended temperature range at the time of service.
6. When retrieving food service trays from offenders, staff will ascertain that all utensils and other items given to the offender are returned.

**V. CLOSING:**

Questions concerning this policy should be directed to the Food Service Director.